

## **Vigo County Drug Court Drug Court Technician**

The Vigo County Drug Court Technician operates under the supervision of the Drug Court Coordinator. The program is housed within the Vigo County Court Alcohol and Drug Program and operates under the auspices of Vigo Superior Court, Division 5.

**Job Title** Drug Court Technician

### **Responsibilities**

- Witness the collection of female urine specimens.
- Maintain chain of custody of urine specimens
- Protect and maintain confidential records.
- Validate laboratory equipment according to protocol.
- Maintain laboratory equipment according to protocol
- Process urine specimens according to protocol.
- Report laboratory results in a timely manner.

### **Other Responsibilities**

- Monitor breathalyzers and antabuse distribution on weekends and holidays as assigned.
- Perform other job responsibilities as assigned.

### **Work Shift**

- Monday, Tuesday and Thursday 6:00 a.m. to 1:00 p.m.
- Weekends and holidays as assigned.
- Other hours may be assigned depending on workload.

### **Salary**

- \$10.00 per hour as extra help. No benefits.
- Grant funded position

### **Requirements**

- Mature and responsible person.
- Data entry or computer experience.
- Laboratory experience preferred.
- Ability to work flexible schedule.
- Must submit to criminal background check.
- Must submit to drug urinalysis upon hire.

### **Deadline**

Accepting applications/resumes through May 7, 2010.

Applications/resumes can be mailed to:

Attn: Human Resources  
Commissioners' Office  
650 S. 1<sup>st</sup> Street  
Terre Haute, IN 47807